



STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER

Unclaimed Property Division  
Calendar Year Ending December 31, 2010

## 2010 - Sample Due Diligence Letter

**Instructions:**

- 1.) Due diligence letters must be sent out to owners at their last-known address within 180 days before presumption of abandonment is to take effect for the following property types: **wages, salary, or other compensation and utility deposits or refunds.**
- 2.) **For all other property types**, due diligence letters must be sent out to owners at their last-known address within **one year** before presumption of abandonment is to take effect.
- 3.) Due Diligence Letters must be mailed on Company letterhead.

**Sample Letter:**

Date of Letter

Owner Name  
123 Main Street  
City, State, Zip  
Re: Account # 123456

Date of Last Contact: xx/xx/xxxx

Type: SAVINGS

Balance: \$xxx.xx

According to our records, the above listed account that we are holding in your name has been inactive for at least    years. Accounts that have shown no activity and no contact with the owner for the past    years are required by Connecticut State Law to be sent to the State. If we do not hear from you by XX/XX/XXXX, (give owners 45 to 60 days to respond to your due date) your property will be sent to the state. Please complete the information below or call us at 1-800-XXX-XXXX to make contact with our office regarding your account.

After March 31, 2011, the rightful owner may contact the State of Connecticut Unclaimed Property Division at 1-800-833-7318 to claim this property. The State Treasurer is required by state law to hold this property in perpetuity until either the rightful owner or their heirs comes forward to claim it.

Sincerely,  
(Company's Contact name)

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**Please Sign Below To Acknowledge Ownership Of The Above Listed Funds**

Print Owner Name \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_

Street Address (Include Number) \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Action to be taken (Please Check One):

Reissue Check       Update Account       Close Account & Send Check       Other (explain) \_\_\_\_\_

Comments \_\_\_\_\_

Revised 11/2010